



# PROCEDURE

## CONSTRUCTION OVERSIGHT PROCESS PR 13-01

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**Date Issued: June 1, 2013**

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A Division of the State Architect (DSA) Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's plan and construction review programs.

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**PURPOSE:** California Code of Regulations (CCR), Title 24, Part 1, Chapter 4, Article 1 (Sections 4-211 through 4-220) and Group 1, Articles 5 and 6 (Sections 4-331 through 4-344) provide regulations governing the construction process for projects under the jurisdiction of the Division of the State Architect (DSA).

This Procedure provides a required, prescribed method for compliance with applicable sections of the above regulations related to communication and documentation of the status of construction inspections and material testing.

See Section 5 for information on applicability of this new procedure to your existing project.

**BACKGROUND:** Successful construction inspections and material testing are critical to the delivery of code compliant projects. Communication and documentation of these inspections and tests are necessary to enable involved parties to understand the status of those inspections and tests, so that conditions not compliant with the DSA approved construction documents are identified in a timely manner and not covered up by subsequent construction activities.

**DEFINITIONS:** The following definitions apply to terms used in this document:

**ARCHITECT, ENGINEER** – An abbreviated use of the term design professional in general responsible charge.

**CONTRACT** – A written agreement for facility construction, alteration, repair or other construction activities regulated by DSA.

**CONTRACTOR** – A company or individual that contracts for or is otherwise responsible for the construction of the project or portions of the project.

**DSA APPROVED CONSTRUCTION DOCUMENTS** – Portions of plans, specifications, addenda, deferred submittals, revisions, and construction change documents (CCDs) duly approved by DSA that contain information related to, and affecting Structural Safety, Fire/Life Safety, and Accessibility. While all portions of the construction documents may contain a DSA identification stamp, this stamp is not the approval. The DSA approval is indicated by a letter to the district. This letter clarifies that the approval is limited to Structural Safety, Fire/Life Safety and Accessibility.

The DSA approval letter states: *"Buildings constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for structural, and fire and life safety....and... certifies that the drawings and specifications are in compliance with State regulations for the reasonable accommodation of the disabled."*

**DESIGN PROFESSIONAL IN GENERAL RESPONSIBLE CHARGE** – The architect or engineer in general responsible charge of the project, as listed on Line 22 or 24 of form [DSA 1](#).

**NON-BUILDING SITE STRUCTURES** – Structures that are required to resist loads imposed by gravity, wind, seismic, earth or other external forces and are not enclosed by walls and a roof. (Examples include: shade structures not enclosed by

walls, bleachers, ball walls, trash enclosures, dugouts, tanks, equipment, fences, retaining walls, ramps, stairs, light poles, etc.)

The term "Non-Building Site Structures" is used only to clarify the types of site structures that are relevant when issuing form DSA 152 for site work. These types of structures are "school buildings" as defined in the California Administrative Code Title 24, Part 1.

**OTHER RESPONSIBLE DESIGN PROFESSIONALS** – Architects or engineers with delegated responsibility for portions of the project as listed on Line 25 or 26 of form DSA 1, such as architects, structural engineers, mechanical engineers, electrical engineers and the geotechnical engineer of record.

**PROJECT INSPECTOR** – An inspector who is certified by DSA and specifically approved by DSA to provide competent, adequate and continuous construction inspections for the project.

**APPLICABLE DSA FORMS:** The following forms are referenced in this document and can be found on the DSA website at <http://www.dgs.ca.gov/dsa/Forms.aspx>.

- [DSA 1](#) Application for Approval of Plans and Specifications
- [DSA 5](#) Project/Special Inspector Qualification Record
- [DSA 6-AE](#) Architect/Engineer Verified Report
- [DSA 6-C](#) Contractor Verified Report
- [DSA 6-PI](#) Project Inspector Verified Report
- DSA 102-IC Construction Start Notice/Inspection Card Request
- [DSA 103](#) Statement of Structural Tests and Special Inspections
- [DSA 130](#) Certificate of Compliance – Approved Bleacher/Grandstand Fabricator
- [DSA 151](#) Project Inspector Notifications
- [DSA 152](#) Project Inspection Card
- [DSA 154](#) Notice of Deviations/Resolution of Deviations
- [DSA 155](#) Project Inspector Semi-Monthly Report
- [DSA 156](#) Commencement/Completion of Work Notification
- [DSA 291](#) Laboratory of Record Verified Report
- [DSA 292](#) Special Inspection Verified Report
- [DSA 293](#) Geotechnical Verified Report

## REQUIREMENTS FOR REPORTING STATUS OF COMPLIANT CONSTRUCTION:

For every project there shall be a project inspector who shall have personal knowledge of all work done on the project.

All construction is required to be completed in compliance with the project construction documents. The construction documents are required to be in compliance with the California Building Codes in affect at the time the original plans and specifications are submitted to DSA. DSA reviews and approves the submitted plans, specifications and other construction documents for compliance with codes regulating Structural Safety, Fire/Life Safety and Accessibility. Other portions of the plans that do not contain content about or that affect Structural Safety, Fire/Life Safety and Accessibility are not reviewed by DSA and

the responsibility for determining code compliance of those portions is the sole responsibility of the design professionals. In order to distinguish between the portions of the plans that DSA reviews and approves and other portions of the plans, the term DSA approved construction documents is used for the portions of the plans, duly approved by DSA, that contain information related to and affecting Structural Safety, Fire/Life Safety, and Accessibility. However, all work shown in the project constructions documents must be inspected by the project inspector. The California Building Standards Code specifically states **that "no work shall be carried on except under the inspection of an inspector approved by DSA."** All construction is required to be completed in compliance with the project construction documents which include both the "DSA approved construction documents" **portions and the portions containing all the other work.**

The California Building Code requires the project inspector to make certain reports pertaining to the status of construction compliance. To fulfill this requirement, the project inspector shall use the following:

- Form DSA 151 - Project Inspector Notifications
- Form DSA 152 - Project Inspection Card
- Form DSA 154 - Notice of Deviations/Resolution of Deviations
- Form DSA 155 - Project Inspector Semi-Monthly Report
- Form DSA 6-PI - Verified Report – Project Inspector
- Project Inspector Job File.

## **1. REQUIREMENTS FOR USE OF PROJECT INSPECTION CARD (FORM DSA**

**152):** The Project Inspection Card (form DSA 152) is considered to be an interim verified report by the project inspector. The project inspector signs off the applicable blocks and sections on the form as the work progresses. The project inspector is required to complete the form in compliance with this procedure document and use the DSA 152 Manual as a guide. When signing off the blocks and sections of the form, the project inspector is verifying that:

- Identified areas are determined to be in compliance with the DSA approved construction documents,
- Required testing and inspections are complete, and
- Required documentation has been received by the project inspector.

**1.1 Issuance of form DSA 152:** Project inspection cards (DSA 152 forms) are issued by DSA per Section 1.16 of this procedure and on receipt of a completed form DSA 102-IC. The project inspection cards are issued electronically by upload to DSAbbox.

**1.2 Request for issuance of DSA 152 forms:** The request for issuance of project inspection cards is made using form DSA 102-IC. The request is electronically submitted to DSA (See Section 4 of this Procedure for information on electronic submittal) and consists of providing the following required information:

- Identifying the DSA approved project inspector.
- Identifying the Laboratory of Record.
- Specified construction contract information.
- Project scope (DSA will use this information to determine the quantity of inspection cards needed for the project).
- Contact information for electronic communication.

**1.3 Quantity of DSA 152 forms required for projects:** The number of inspection cards issued varies by project types. In general, one inspection card (form DSA 152) is required for each separate building and one for the site work (which includes non-building site structures). The following is not an exhaustive list of possibilities but examples of the various project types and the resulting quantity of DSA 152 forms:

**1.3.1 Project scope is site work only (includes non-building site structures, if any):**

- One form is required.

**1.3.2 Project scope is new buildings:**

- One form for the site work (includes non-building site structures, if any).
- One form for each separate new building.

**Example:** Construction of three new buildings requires a total of 4 forms.

**1.3.3 Project scope is alterations/additions to existing buildings:**

- One form for the site work (includes non-building site structures, if any).
- One form for each separate existing building being altered or changed.

**Example:** Alterations to two existing buildings requires a total of 3 forms.

**1.3.4 Project scope is alterations to existing buildings and no site work is required (such as mechanical/electrical only projects):**

- One form for each separate existing building being altered or changed.

**Example:** Alterations to two existing buildings requires a total of 2 forms.

**1.3.5 Project scope is new buildings and alterations/additions to existing buildings:**

- One form for the site work (includes non-building site structures, if any).
- One form for each separate new building.
- One form for each separate existing building being altered or changed.

**Example:** Construction of three new buildings and alterations to two existing buildings requires a total of 6 forms.

**1.3.6 Project scope is placing existing relocatable buildings on a site:**

- One form for the site work (includes non-building site structures, if any).
- One form for each separate relocatable building being placed on the site.

**Example:** Placing of three existing relocatable buildings on a site requires a total of 4 forms.

**1.3.7 Project scope is constructing new relocatable buildings and placing them on a site:**

- One form for each separate building for the in-plant construction.
- One form for the site work (includes non-building site structures, if any).
- One form for each separate relocatable building being placed on the site.

**Example:** Construction and placing of two new relocatable buildings requires a total of 5 forms.

**1.3.8 Project scope is constructing new relocatable buildings for stockpile:**

- One form for each separate building for the in-plant.

**Example:** Construction of three new relocatable buildings for stockpile requires a total of 3 forms.

**1.4 Inspection card numbers:** Inspection card numbers are issued by DSA staff. For each project, the issued inspection card numbers will be consecutive starting with the number 1 for all buildings. The inspection card number for site work (includes non-building site structures) will be "#SW."

- 1.5 Project posting of forms DSA 152:** The project inspector shall post the forms in his/her Job File and shall electronically post the forms. (See Section 4 for information on electronic submittal/posting). The information in the forms shall always be current. Each time the form is updated, a new electronic posting is required such that the electronically posted form is always kept current. In addition, the project inspector shall:
- Immediately, upon request, make the form available for review by any parties involved in the construction.
  - Include a current copy of the forms any time he/she submits a Verified Report (form DSA 6-PI).
  - Upon request, provide a current copy of the forms to DSA, the district/state agency, or the design professional in general responsible charge.
- 1.6 Project inspector termination and transfer of form DSA 152:** If the project inspector is, for any reason, terminated prior to the completion of the project, then he/she must personally provide the original DSA 152 forms to the assuming DSA approved project inspector or to DSA and provide a copy to the district.
- 1.7 Relocatable buildings:**
- 1.7.1 In-Plant Construction:** Interim verified reports from the design professionals are not required in order for the in-plant inspector to sign off the Inspection Card.
- 1.7.2 Transfer of form DSA 152:** For construction of new relocatable buildings for a specific project (not stockpile), the DSA 152 forms for the superstructure must be completed by the in-plant project inspector and provided to the on-site project inspector when the buildings are delivered to the site.
- 1.8 Duties of the project inspector related to the use of form DSA 152 are as follows:**
- Act under the direction of the architect/engineer.
  - Ensure the correct quantity of project inspection cards (forms DSA 152) are issued for the project. The project inspector is required to be in possession of the forms DSA 152 prior to commencement of construction. Title 24, Part 1, Section 4-342(b).5.A requires the project inspector to notify DSA when construction work **on the project is started. Entering the "Card Start Date" on the forms DSA 152** and submitting the form DSA 151 are required for compliance with that code section. Lack of compliance may cause the **DSA to issue a "Stop Work Order" on the project.**
  - Obtain a copy of the DSA approved construction documents from the design professional in general responsible charge prior to the commencement of construction.
  - Obtain a copy of the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103) from the design professional in general responsible charge prior to the commencement of construction.
  - Meet with the district, design professionals, and contractor as needed to mutually communicate and understand the testing and inspection program, and the methods of communication appropriate for the project.
  - Meet with the Laboratory of Record to mutually communicate and understand the testing and inspection program, and the methods of communication appropriate for the project.
  - Immediately notify the DSA Regional Office with the construction oversight authority for the project, by phone and electronically, if construction commences

without DSA 152 forms in the possession of the project inspector. (See Section 4 for information on electronic submittal.)

- Provide personal, competent, adequate and continuous construction inspections of all aspects of the construction work.
- Monitor the work of the Laboratory of Record and Special Inspectors to ensure the testing and special inspection program is satisfactorily completed.
- Use the information found in the DSA 152 Manual to ensure necessary tests and inspections are completed and that necessary documents are in the job file prior to approving (signing off) each applicable block and section of each form DSA 152.
- Sign off applicable blocks and sections of the DSA 152 forms when:
  - The completed work is in compliance with the DSA approved construction documents.
  - All necessary testing and inspections are complete.
  - Any deviations from the DSA approved construction documents are resolved.
  - Any DSA Field Trip Notes issues are resolved.
  - All necessary documents are received by the inspector.

If any block or section is not applicable to the construction the inspector shall **enter "NA" for the date and provide initials**.

Until the project inspector has signed off applicable blocks and sections of the form DSA 152, the contractor may be prohibited from proceeding with subsequent construction activities that cover up the unapproved work. Any subsequent construction activities that cover up the unapproved work, will be subject to a **"Stop Work Order" from DSA or the district**, and are subject to removal and remediation if found to be in non-compliance with the DSA approved construction documents (see Section 1.17 for information about incremental work).

- Immediately notify the DSA Regional Office with construction oversight authority for the project, by phone and electronically, if applicable blocks/sections of form DSA 152 have not been signed off and the contractor proceeds with subsequent construction activities that cover up the unapproved work. For electronic notifications, use form DSA 151 - Project Inspector Notifications (see Section 1.17 for information about incremental work).

### **1.9 Duties of the Laboratory of Record related to the use of form DSA 152 are as follows:**

- Meet with the project inspector, design professionals, and the contractor as needed to mutually communicate and understand the testing and inspection program, and the methods of communication appropriate for the project.
- Obtain a copy of the DSA approved construction documents from the Design Professional in General Responsible Charge prior to the commencement of construction.
- Obtain a copy of the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103) from the design professional in general responsible charge prior to the commencement of construction.
- Report all project related activities to the project inspector. The project inspector is responsible for monitoring the work of the Laboratory of Record and Special

Inspectors to ensure the testing and special inspection program is satisfactorily completed.

- Provide material testing as identified in the DSA approved construction documents.
- Submit test reports to the project inspector on the day the tests were performed for any tests performed on-site.
- Submit material test reports in a timely manner such that construction is not delayed and not to exceed 14 days from the date the material tests were performed. Test reports are to be submitted to DSA, the architect, structural engineer, project inspector and the school district.
- Immediately submit reports of material tests not conforming to the requirements of the DSA approved construction documents. These reports shall be submitted to DSA, the architect, structural engineer, project inspector and the school district.
- The Engineering Manager shall submit an interim Laboratory of Record Verified Report (form DSA 291) and the Geotechnical Engineer shall submit an interim Geotechnical Verified Report (form DSA 293) to DSA, the project inspector, school district and the Design Professional in General Responsible Charge.

The reports are required to be submitted upon any of the following events occurring:

- Within 14 days of the completion of the material testing/special inspection program.
- Work on the project is suspended for a period of more than one month.
- The services of the Laboratory of Record are terminated for any reason prior to completion of the project.
- DSA requests a verified report. (See interim verified reports below. This is a "DSA request.")
- The Engineering Manager shall submit an interim verified report (form DSA 291) and the Geotechnical Engineer shall submit form DSA 293 to DSA and a copy to the project inspector for each of the applicable sections of the form DSA 152, prior to the project inspector signing off that section of the project inspection card, if that section required material testing. The sections are:
  1. Initial Site Work
  2. Foundation Prep
  3. Vertical Framing
  4. Horizontal Framing
  5. Appurtenances
  6. Finish Site Work
  7. Other Work
  8. Final

## **1.10 Duties of Special Inspectors, employed by the Laboratory of Record, related to the use of form DSA 152 are as follows:**

- Meet with the project inspector, design professionals, and the contractor as needed to mutually communicate and understand the testing and inspection program, and the methods of communication appropriate for the project.
- Report all project related activities to the project inspector. The project inspector is responsible for monitoring the work of the Laboratory of Record and special

inspectors to ensure the testing and special inspection program is satisfactorily completed.

- Perform work under the supervision of the Engineering Manager for the Laboratory of Record.
- Perform inspections in conformance with the DSA approved construction documents, applicable codes and code reference standards.
- Prepare detailed daily inspection reports outlining the work inspected and provide the project inspector a copy of the reports on the same day the inspections were performed.
- Immediately submit reports of materials or work not conforming to the requirements of the DSA approved construction documents. These reports shall be submitted to DSA, the architect, structural engineer, project inspector and the school district.
- Submit daily special inspection reports in a timely manner such that construction is not delayed and not to exceed 14 days from the date the special inspections were performed. The reports are to be submitted to DSA, the architect, structural engineer, project inspector and the school district.
- The Engineering Manager for the Laboratory of Record shall submit verified report form DSA 291 to DSA, the project inspector, the school district and the Design Professional in General Responsible Charge.

The reports are required to be submitted upon any of the following events occurring:

- Within 14 days of the completion of the special inspection work.
- Work on the project is suspended for a period of more than one month.
- The services of the special inspector are terminated for any reason prior to completion of the project.
- DSA requests a verified report. (See interim verified reports below. This is a "DSA request.")
- The Engineering Manager for the Laboratory of Record shall submit an interim verified report (form DSA 291) to DSA and a copy to the project inspector for each of the applicable sections of the form DSA 152, prior to the signing off that section of the project inspection card, if that section required special inspections. The sections are:
  1. Initial Site Work
  2. Foundation Prep
  3. Vertical Framing
  4. Horizontal Framing
  5. Appurtenances
  6. Finish Site Work
  7. Other Work
  8. Final

## **1.11 Duties of Special Inspectors, not employed by the Laboratory of Record, related to the use of form DSA 152 are as follows:**

- Meet with the project inspector, Laboratory of Record, the design professionals, and the contractors as needed to mutually communicate and understand the testing and inspection program, and the methods of communication appropriate for the project.



- Report all project related activities to the project inspector. The project inspector is responsible for monitoring the work of the Laboratory of Record and special inspectors to ensure the testing and special inspection program is satisfactorily completed.
- Perform work under the direction of the design professional in general responsible charge, as defined in Section 4-335(f)1B of the 2013 California Administrative Code (Title 24, Part 1).
- Perform inspections in conformance with the DSA approved construction documents, applicable codes and code reference standards.
- Prepare detailed daily inspection reports outlining the work inspected and provide the project inspector a copy of the reports on the same day the inspections were performed.
- Immediately submit reports of materials or work not conforming to the requirements of the DSA approved construction documents. These reports shall be submitted to DSA, the architect, structural engineer, project inspector and the school district.
- Submit daily special inspection reports in a timely manner such that construction is not delayed and not to exceed 14 days from the date the special inspections were performed. The reports are to be submitted to DSA, the architect, structural engineer, project inspector and the school district.
- Submit Special Inspection Verified Report forms DSA 292 to DSA, the project inspector, the school district and the Design Professional in General Responsible Charge.

The reports are required to be submitted upon any of the following events occurring:

- Within 14 days of the completion of the special inspection work.
- Work on the project is suspended for a period of more than one month.
- The services of the special inspector are terminated for any reason prior to completion of the project.
- DSA requests a verified report. (See interim verified reports below. This is a "DSA request.")
- Submit an interim Special Inspection Verified Report (form DSA 292) to DSA and a copy to the project inspector for each of the applicable sections of the form DSA 152, prior to the project inspector signing off that section of the project inspection card, if that section required special inspections.
- The sections are:
  1. Initial Site Work
  2. Foundation Prep
  3. Vertical Framing
  4. Horizontal Framing
  5. Appurtenances
  6. Finish Site Work
  7. Other Work
  8. Final

## **1.12 Duties of the Architect/Engineer related to the use of form DSA 152 are as follows:**

- Responsible to the school board and to DSA to see that the completed work conforms in every material respect to the DSA approved construction documents.
- Ensure the project inspector is approved by DSA for the project by submitting form DSA 5 PI to and obtaining approval from DSA prior to the start of construction, and prior to requesting issuance of form DSA 152.
- Provide a copy of the DSA approved construction documents to the project inspector and Laboratory of Record prior to the commencement of construction.
- Provide a copy of the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103) to the project inspector and Laboratory of Record prior to the commencement of construction.
- Provide general direction of the work of the project inspector.
- Issue specific instructions to the testing facility and the special inspectors prior to start of construction.
- Direct and monitor the work of special inspectors who are not provided by the Laboratory of Record, as defined in Section 4-335(f)1B of the 2013 California Administrative Code (Title 24, Part 1).
- Notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection reports as not conforming to the DSA approved construction documents.
- Respond to DSA Field Trip Notes (form DSA 135 or comparable) as necessary.
- Provide observation of the construction. All architects and engineers having responsibility for observation of the work as listed on the Application for Approval of Plans and Specifications (form DSA 1), shall maintain such personal contact with the project as is necessary to assure themselves of compliance, in every material respect, with the DSA approved construction documents. Personal contact shall include visits to the project site by the architect or engineer or their qualified representative to observe the construction.
- The architect or engineer, as identified above, is required to submit Architect/Engineer Verified Reports (form DSA 6-AE) to DSA and to the project inspector. The reports are required to be submitted upon any of the following events occurring:
  - The project is substantially complete. DSA considers the project to be complete when the construction is sufficiently complete in accordance with the DSA approved construction documents so that the owner can occupy or utilize the project.
  - Work on the project is suspended for a period of more than one month.
  - The services of the architect or engineer are terminated for any reason prior to completion of the project.
  - DSA requests a verified report. (See interim verified reports below. This is a "DSA request.")
- The architect or engineer shall submit an interim Architect/Engineer Verified Report (form DSA 6-AE) to DSA and a copy to the project inspector for each of the applicable sections of the form DSA 152 prior to the project inspector signing off that section of the project inspection card. The sections are:
  1. Initial Site Work
  2. Foundation Prep

3. Vertical Framing
4. Horizontal Framing
5. Appurtenances
6. Finish Site Work
7. Other Work
8. Final



**1.13 Duties of the other responsible design professionals related to the use of form DSA 152 are as follows:**

- Responsible to the school board and to DSA to see that the completed work for which they are delegated responsibility conforms in every material respect to the DSA approved construction documents.
- Provide observation of the construction. All architects and engineers having delegated responsibility are also responsible for observations of the applicable portions of the work as delegated on the Application for Approval of Plans and Specifications (form DSA 1). As such, they shall maintain such personal contact with the project as is necessary to assure themselves of compliance, in every material respect, with the DSA approved construction documents. Personal contact shall include visits to the project site by the architect or engineer or their qualified representative to observe the construction. The geotechnical engineer is included in this required duty for scope related to geotechnical engineering
- Submit an Architect/Engineer Verified Report (form DSA 6-AE) to the design professional in responsible charge, who in turn will submit to DSA and the project inspector.

The reports are required to be submitted upon any of the following events occurring:

- The project is substantially complete. DSA considers the project to be complete when the construction is sufficiently complete in accordance with the DSA approved construction documents so that the owner can occupy or utilize the project.
- Work on the project is suspended for a period of more than one month.
- The services of the architect or engineer are terminated for any reason prior to completion of the project.
- DSA requests a verified report. (See interim verified reports below. This is a "DSA request.")
- The Design Professional in General Responsible Charge shall submit to DSA and the project inspector an Interim Architect/Engineer Verified Report (form DSA 6-AE), signed by all architects and engineers having delegated responsibility. Such a report is required for each of the sections of the form DSA 152 applicable to the areas of delegated responsibility, prior to the project inspector signing that section off on the project inspection card. The sections are:
  1. Initial Site Work
  2. Foundation Prep
  3. Vertical Framing
  4. Horizontal Framing
  5. Appurtenances
  6. Finish Site Work



7. Other Work
8. Final



## **1.14 Duties of contractor related to the use of form DSA 152 are as follows:**

- The contractor shall carefully study the DSA approved documents and shall plan a schedule of operations well ahead of time.
- If at any time it is discovered that work is being done which is not in accordance with the DSA approved construction documents, the contractor shall correct the work immediately.
- Verify that DSA 152 forms were issued for the project prior to the commencement of construction.
- Meet with the design team, the Laboratory of Record and the project inspector to mutually communicate and understand the testing and inspection program, and the methods of communication appropriate for the project.
- Notify the project inspector, in writing, of the commencement of construction of each and every aspect of the work at least 48 hours in advance by submitting Commencement /Completion of Work Notification (form DSA 156), or other agreed upon written documents, to the project inspector.
- Notify the project inspector of the completion of construction of each and every aspect of the work by submitting form DSA 156 (or other agreed upon written documents) to the project inspector.
- Consider the relationship of the signed off blocks and sections of the form DSA 152 and the commencement of subsequent work. Until the project inspector has signed off applicable blocks and sections of the form DSA 152, the contractor may be prohibited from proceeding with subsequent construction activities that cover up the unapproved work. Any subsequent construction activities, that cover up **the unapproved work, will be subject to a "Stop Work Order" from DSA** or the school district, and are subject to removal and remediation if found to be in non-compliance with the DSA approved construction documents.
- Submit the final verified report. All prime contractors are required to submit final Contractor Verified Reports (form DSA 6-C) to DSA and the project inspector. The reports are required to be submitted upon any of the following events occurring:
  - The project is substantially complete. DSA considers the project to be complete when the construction is sufficiently complete in accordance with the DSA approved construction documents so that the owner can occupy or utilize the project.
  - Work on the project is suspended for a period of more than one month.
  - The services of the contractor are terminated for any reason prior to the completion of the project.
  - DSA requests a verified report.

## **1.15 Duties of the school district related to the use of form DSA 152 are as follows:**

- Provide for competent, adequate and continuous construction inspections and material testing for the project by employing an appropriate DSA certified approved project inspector and Laboratory of Record.

- Contractually provide for and ensure that the design team is fulfilling their code required duty to observe the construction by making periodic visits of reasonable frequency. All architects and engineers having responsibility for observation of the work as listed on the Application for Approval of Plans and Specifications (form DSA 1), shall maintain such personal contact with the project as is necessary to assure themselves of compliance, in every material respect, with the DSA approved construction documents. Personal contact shall include visits to the project site by the architects and engineers or their qualified representatives to observe the construction.
- Ensure that the project inspector is approved by DSA for the project by submitting form DSA 5 to and obtaining approval from DSA prior to the start of construction and prior to requesting issuance of project inspection cards (DSA 152 forms).
- Ensure the Laboratory of Record is LEA approved and employed prior to the start of construction and prior to requesting issuance of project inspection cards (DSA 152 forms).
- Ensure that the project inspection cards (DSA 152 forms) are issued prior to commencement of construction.
- Submit Statement of Final Actual Project Cost (form [DSA 168](#)) to DSA when the project is substantially complete.

## **1.16 Duties of DSA related to the use of form DSA 152 are as follows:**

- Evaluate the submitted form DSA 5 to determine if the proposed project inspector is qualified for the project.
- Upon determining the proposed project inspector is qualified for the project, approve and return the form DSA 5 within 5 working days of receipt.
- Upon receipt of a completed form DSA 102-IC, determine the necessary quantities of project inspection cards (DSA 152 forms), assign the inspection card numbers and issue the cards within 5 working days.
- Upload forms DSA 5, DSA 102-IC, and DSA 152 to DSAbbox.
- Hold all involved parties accountable for compliance with their required duties.
- Supervise the project inspector (includes review of the project inspector's Job File).
- Make site visits as necessary.
- Issue Orders to Comply or Stop Work Orders, in compliance with DSA [IR A-13](#), if required, and as appropriate to achieve compliance with the DSA approved construction documents and applicable codes (this includes DSA Procedure PR 13-01 since the Procedure implements the relevant sections of the CCR, Title 24, Part 1).

## **1.17 Use of form DSA 152 for parts of the construction that require multiple increments:** Some construction requires incremental work to make a complete system. An example is a large foundation system that may be placed incrementally over a period of time. In this example, framing may be starting in one area (where the foundation is in place) while foundation work is still occurring in another area of the same building. The expectation of DSA for these occurrences is:

- The project inspection card applicable blocks and sections are signed off by the project inspector at the completion of the system, not during the construction of the increments.
- Until the system is complete, the project inspector, architect/engineers and contractors mutually agree on a system to keep track of compliant construction. One such system (using the above example) may be that a copy of the foundation plan is marked up showing areas of compliance. The applicable blocks and sections of the inspection card are then signed off once all areas of the foundation are complete, are determined to be in compliance with the DSA approved construction documents, the required testing and inspections are complete, and the required documentation has been received by the project inspector.

## **2. REQUIREMENTS FOR THE USE OF FORMS DSA 151, DSA 154, DSA 155, AND DSA 6-PI:**

### **2.1 Requirements for use of form DSA 151 – Project Inspector Notifications:**

- The project inspector must make certain notifications to DSA. These include start of work, minimum 48 hours' notice prior to completion of foundation trenches, minimum 48 **hours'** notice prior to first concrete placement or significant concrete placement, and when work is suspended for more than one month.
- The report shall be made on form DSA 151.
- A copy of each notification shall be kept in the project inspector's Job File.



### **2.2 Requirements for use of form DSA 154 – Notice of Deviations/Resolution of Deviations:**

- When the project inspector identifies deviations from the DSA approved construction documents the inspector must verbally notify the contractor. If the deviations are not corrected within a reasonable time frame, the inspector is required to promptly issue a written notice of deviation to the contractor, with a copy sent to the design professional in general responsible charge and DSA.
- When the noticed deviations are corrected, the inspector is required to promptly issue a written notice of resolution to the contractor, with a copy sent to the design professional in general responsible charge and DSA.
- Deviations include both construction deviations and material deficiencies.
- The written notice of deviations shall be made using form DSA 154.
- The notice of resolution of deviations shall be made using the original form DSA 154 that reported the deviations.
- A copy of each notification shall be kept in the project inspector's job file.



### **2.3 Requirements for use of form DSA 155 – Project Inspector Semi-Monthly Report:**

- The project inspector must make semi-monthly reports (on the 1st and 16th of every month) on the progress of construction. The Project Inspector Semi-Monthly Report must be submitted to the Design Professional in General Responsible Charge, project structural engineer, DSA, and the school district.
- The report must be made on form DSA 155.
- A copy of each report must be kept in the project inspector's job file.



**2.4 Requirements for use of Project Inspector Verified Report (form DSA 6-PI):**

- The project inspector shall submit Project Inspector Verified Report (form DSA 6-PI) directly to DSA, the design professional in general responsible charge and the school district upon any of the following events occurring:
  - Work on the project is suspended for a period of more than one month.
  - The services of the inspector are terminated for any reason prior to completion of the project.
  - At the time of occupancy of any building, or portion of a building, involved in the project prior to completion of the entire DSA approved scope of work.
  - The project is substantially complete. DSA considers the project to be complete when the construction is sufficiently complete, in accordance with the DSA approved construction documents, so that the owner can occupy or utilize the project.
  - DSA requests a verified report. The Project Inspection Card, form DSA 152, is considered a project inspector's **verified report "as requested by DSA"** and as such the applicable blocks and sections shall be kept updated as construction progresses.
- The verified reports shall be made using form DSA 6-PI and DSA 152 forms, as appropriate.
- A copy of each verified report shall be kept in the project inspector's job file.

**3. REQUIREMENTS FOR PROJECT INSPECTOR JOB FILE:****3.1 General Requirements - the project inspector must:**

- Keep and maintain a project inspector Job File.
- Keep the Job File on the job site until completion of the project.
- Keep and maintain the Job File in an organized manner and readily accessible to DSA personnel during site visits.
- At the completion of the construction, provide a copy of the Job File, with the exception of building codes and standards, to the school district. The Job File is required to be made part of the permanent school district records.
- Ensure the transfer of the Job File if the project inspector is, for any reason, terminated prior to the completion of the project. This occurrence requires the project inspector to personally provide a copy of the entire Job File (with the exception of building codes and standards) to the assuming project inspector and to the school district.
- Make a copy of the entire Job File available to DSA upon request.
- Submit a copy of a portion of the Job File to DSA as specified in Section 3.3.

**3.2 Required Job File Contents:** The project inspector's Job File shall, as a minimum, contain the following (see also [IR A-8](#) for an in-depth discussion of Job File content);

- Form DSA 152 – Project Inspection Card.
- DSA approved plans and specifications.
- DSA approved form DSA 103 – Statement of Structural Tests and Special Inspections.
- Deferred submittals as required by the DSA approved plans.

- Addenda and Revisions.
- Construction Change Documents and log.
- Contractor submittals (construction schedule, shop drawings, materials certificates, product labels, concrete trip tickets, etc.), as required by the DSA approved specifications.
- Communication log; all communications and project related meeting minutes/notes.
- Notice of deviations (form DSA 154), as delivered to DSA, the architect and the contractor with a log listing all notices with resolution status.
- Notices of resolution of deviations (form DSA 154).
- Evidence of continuous inspection, such as inspector daily reports.
- Laboratory tests and inspection reports.
- Special inspection reports.
- Records of concrete placing operations.
- Records of welding operations.
- Records of pile driving operations.
- Verified reports from all parties required to file verified reports.
- Completed semi-monthly reports (form DSA 155).
- DSA Field Trip Notes (form DSA 135 or comparable).
- Applicable codes and referenced standards.
- Any other documents required to provide a complete record of construction.

### 3.3 Required Submittal of a portion of a Job File to DSA:

**3.3.1 When to submit:** The project inspector shall submit a copy of a portion of his/her Job File to DSA upon any of the following events occurring:

- The services of the inspector are terminated for any reason prior to completion of the project.
- The project is substantially complete. DSA considers the project to be complete when the construction is sufficiently complete in accordance with the DSA approved construction documents so that the owner can occupy or utilize the project.
- Work on the project is suspended for a period of more than one year.
- Upon request by DSA.

**3.3.2 What to submit:** The portion of the Job File required to be submitted to DSA shall consist of all copies of the following forms: (includes all, regardless of the reason filed and includes interim reports)

- DSA 152 – Project Inspection Card.
- DSA 6-PI – Project Inspector Verified Report, from all project inspectors involved in the project including in-plant inspector (if occurs).
- DSA 6-AE – Architect/Engineer Verified Report, from the architect/engineer.
- DSA 6-C – Contractor Verified Report, from each contractor having a contract with the school board.
- DSA 292 – Special Inspection Verified Report, from all special inspectors contracting directly and individually with the school board.



- DSA 291 – Laboratory of Record Verified Report, from the Engineering Manager of the Laboratory of Record.
- DSA 293 – Geotechnical Verified Report, from the Geotechnical Engineer of record.
- DSA 130 – Certificate of Compliance - Approved Bleacher/Grandstand Fabricator (if occurs).

### 3.4 Required Submittal of the Job File to DSA for Stockpile Projects:

**3.4.1 When to submit:** The in-plant project inspector shall submit a copy of a portion of his/her Job File to DSA upon any of the following events occurring:

- The services of the inspector are terminated for any reason prior to completion of the project.
- The project is substantially complete.
- Work on the project is suspended for a period of more than one year.
- Upon request by DSA.

**3.4.2 What to submit:** The portion of the job file required to be submitted to DSA shall consist of all copies of the following forms: (includes all, regardless of the reason filed and includes interim reports)

- DSA 152 - Project Inspection Card.
- DSA 6-PI - Project Inspector Verified Report, from the project inspector (all project inspectors involved in the project).
- DSA 6-AE- Architect/Engineer Verified Report, from the architect/engineer.
- DSA 6-C - Contractor Verified Report, from the building manufacturer.
- DSA 292 - Special Inspection Verified Report, from the special inspectors contracting directly and individually with the school board.
- DSA 291 - Laboratory of Record Verified Report, from the engineering manager of the Laboratory of Record.

**4. ELECTRONIC SUBMITTAL OF DOCUMENTS TO DSA:** Wherever in this procedure it indicates to submit a document to DSA, the document shall be submitted using the method indicated below.

**4.1 Submittal of all forms DSA 5 and DSA 102-IC:** These two forms shall be sent by email to the DSA Regional Office with the construction oversight authority for the project.

Email Addresses for submittals are:

- DSA Oakland: [Oakfielddocs@dgs.ca.gov](mailto:Oakfielddocs@dgs.ca.gov)
- DSA Sacramento: [Sacfielddocs@dgs.ca.gov](mailto:Sacfielddocs@dgs.ca.gov)
- DSA Los Angeles: [Lafielddocs@dgs.ca.gov](mailto:Lafielddocs@dgs.ca.gov)
- DSA San Diego: [Sdfielddocs@dgs.ca.gov](mailto:Sdfielddocs@dgs.ca.gov)

**4.2 Submittal of all other forms and documents:** Submittals shall be uploaded to DSAbbox. For DSAbbox instructions see [DSAbbox External User Guide for Active Construction Projects](#). All documents submitted to DSAbbox shall be in PDF format.

**4.2.1 Documents required to be uploaded to DSABox by the Project Inspector include:**

- DSA 6-PI - Project Inspector Verified Report
- DSA 130 - Certificate of Compliance – Approved Bleacher/Grandstand Fabricator
- DSA 151 - Project Inspector Notifications
- DSA 152 - Project Inspection Card
- DSA 154 - Notice of Deviations/Resolution of Deviations, submitted and resolved
- DSA 155 - Project Inspector Semi-Monthly Report
- DSA 156 - Commencement/Completion of Work Notification (if used)

**4.2.2 Documents required to be uploaded to DSABox by the Laboratory include:**

- DSA 291 - Laboratory of Record Verified Report
- DSA 292 - Special Inspection Verified Report (for special inspectors in the employ of the laboratory)
- DSA 293 - Geotechnical Verified Report
- Test and inspection reports (Conforming)
- Tests and inspection reports (Non-conforming)

**4.2.3 Documents required to be uploaded to DSABox by the Architect/Engineer in General Responsible Charge include:**

- DSA 6-AE - Architect/Engineer Verified Report (including signatures of all other design professionals listed on form DSA-1)
- DSA 103 - Statement of Structural Tests and Special Inspections

**4.2.4 Documents required to be uploaded to DSABox by Contractors include:**

- Final DSA 6-C - Contractor Verified Report

**4.2.5 Documents required to be uploaded to DSABox by the School District/Owner include:**

- DSA 168 - Statement of Final Actual Project Cost

**4.2.5.1 Documents required to be uploaded to DSABox by Special Inspectors not in the employ of the Laboratory of Record include:**

- DSA 292 - Special Inspection Verified Report
- Special Inspector test and inspection reports (Conforming)
- Special Inspector test and inspection reports (Non-conforming)

**4.2.5.2 Documents required to be uploaded to DSABox by Geotechnical Engineers not in the employ of the Laboratory of Record include:**

- DSA 292 - Special Inspection Verified Report
- Special Inspector test and inspection reports (Conforming)
- Special Inspector test and inspection reports (Non-conforming)



## 5. APPLICABILITY OF PROCEDURE PR 13-01:

**5.1 Projects with Construction Complete before June 1, 2013:** This Procedure is not applicable.

**5.2 Projects with Construction Started on or after June 1, 2013:** This Procedure is applicable and must be implemented at the start of construction.

**5.3 Projects with Construction Started before June 1, 2013, but not complete:** In order to allow for transition, the following portions of this Procedure shall be implemented as noted below. Except as noted in Section 5.3.6 below, required reporting and submittal of documents shall continue to be done in the manner currently employed on the project:

**5.3.1 Form DSA 155 - Project Inspector Semi-Monthly Report:**

The project inspector shall comply with the requirements of this Procedure for all semi-monthly reports issued after July 1, 2013.

**5.3.2 Form DSA 151 - Project Inspector Notifications:**

The project inspector shall comply with the requirements of this Procedure for all notifications to DSA for affected work starting after July 1, 2013.

**5.3.3 Form DSA 154 - Notice of Deviations/Resolution of Deviations:**

The project inspector shall comply with the requirements of this Procedure for all deviations occurring after July 1, 2013, and for all deviations that have occurred on the project and are not yet resolved.

**5.3.4 Form DSA 6-PI - Verified Report – Project Inspector:**

The project inspector shall comply with the requirements of this Procedure effective June 1, 2013.

**5.3.5 Project Inspector Job File:**

By no later than August 1, 2013, the project inspector's Job File shall comply with the requirements of this Procedure.

**5.3.6 Form DSA 152 - Project Inspection Cards:**

On a project-by-project basis, DSA will require the use of Project Inspection cards (DSA 152 forms) and all future documents submittal and reporting shall be through DSAbbox, per Section 4.2 above. The inspection cards will be issued starting with the projects at the lowest percent complete and working to the highest percent complete. Once the inspection cards are issued for the project, the project inspector has 30 days to complete and sign off (as appropriate) all applicable blocks and sections of the form starting with the initial construction and catching up to the current construction status. If there are non-compliant elements, follow the applicable section of this Procedure to notify DSA.